

MARYLAND BOARD OF EXAMINERS IN OPTOMETRY  
TPA SELF ASSESSMENT CHECKLIST

On a yearly basis, the TPA certified optometrist shall complete a self-assessment checklist provided by the Quality Enhancement and Improvement Committee to evaluate aspects of the optometrist's practice related to the use of therapeutic pharmaceutical agents.

1.	RECORDS	<u>YES</u>	<u>NO</u>	<u>IN PROGRESS</u>
a.	Records complete, legible and accurate.	_____	_____	_____
b.	Results of follow up with the patient were recorded.	_____	_____	_____
c.	Additions and corrections to records made according to standards.	_____	_____	_____
d.	Records contain documentation of all patient visits, follow-ups, telephone communication, correspondence, and services rendered	_____	_____	_____
e.	Patient education documented in record.	_____	_____	_____
f.	Documentation in the records supported the level of service billed.	_____	_____	_____
g.	Diagnosis and plan supported by the objective findings documented in the record.	_____	_____	_____
h.	Subjective complaint or presenting symptom addressed in the diagnosis, assessment, and plan in the record.	_____	_____	_____
2.	<b>WRITTEN OFFICE PLAN FOR HANDLING EMERGENCIES</b>			
a.	Office has a fire/disaster/storm plan.	_____	_____	_____
b.	Written protocol for handling office emergencies such as anaphylactic shock and cardiac arrest.	_____	_____	_____
c.	Medications readily available to begin treatment for anaphylactic reaction.	_____	_____	_____
d.	911 is available or doctors and staff know how to access emergency medical care, ambulance, etc.	_____	_____	_____
3.	<b>SYSTEM AVAILABLE FOR PATIENTS TO REACH THE OPTOMETRIST, OR ACCESS CARE IN THE EVENT OF OCULAR EMERGENCIES.</b>			
4.	<b>SYSTEM IS IN PLACE TO CHECK, ON A REGULAR BASIS, EXPIRATION DATES ON MEDICINES AND SOLUTIONS USED IN PATIENT CARE</b>			
		_____	_____	_____



		<u>YES</u>	<u>NO</u>	<u>IN PROGRESS</u>
5.	CPR CERTIFICATION			
	a. Doctors and appropriate staff have and _____ maintain current CPR certification			
6.	INFECTION CONTROL POLICY			
	a. System is in place to maintain office compliance with OSHA standards, including initial and ongoing training of personnel	_____	_____	_____
7.	SYSTEM TO IDENTIFY ALL THERAPEUTIC PATIENT RECORDS IS IN PLACE TO ENABLE PEER RECORD REVIEW BY THE QEI COMMITTEE (10% of TPA Optometrists selected each year for review)	_____	_____	_____
8.	PATIENT CONFIDENTIALITY	_____	_____	_____
	a. Strict patient confidentiality is maintained in office communication.			
	b. Procedure and form in place for release of patients records.			
	c. Office offers a private area for patient consultation and discussion			
9.	PATIENT TRACKING SYSTEM IN PLACE FOR DISEASE-RISK PATIENTS TO:	_____	_____	_____
	a. Ensure follow up and identification of missed appointment.			
	b. Ensure follow-through with consultation or referral appointment.			
10.	PROCEDURE/SYSTEM IN PLACE FOR APPROPRIATE TERMINATION OF DOCTOR-PATIENT RELATIONSHIP WHEN NECESSARY	_____	_____	_____
11.	EDUCATION PROVIDED TO PATIENT REGARDING CONDITION, TREATMENT PLAN, AND NEED FOR FOLLOW UP/REFERRAL AS APPROPRIATE	_____	_____	_____

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_ LICENSE NUMBER \_\_\_\_\_

